

INMATE RULES & REGULATIONS

**JUNEAU COUNTY JAIL
200 Oak St.
Mauston, WI 53948**

INTRODUCTION

You have been charged with a crime, sentenced, or are being held for another agency in the Juneau County Jail for a violation of the law. It is the legal responsibility of the jail staff to monitor and supervise you until your case has been resolved. We will provide for your basic human needs such as food, clothing and shelter, as well as for your safety and well being.

The following information, rules and regulations are to guide you during your confinement in the Juneau County Jail. **All rules may not be found in this booklet. All rules are subject to change.**

This is an adult facility. You are expected to act like an adult. While in custody, you are expected to obey the rules, display good behavior, and treat all staff and other inmates with respect. In return you will be given the same consideration.

The following rules are designed for the safety and security of the jail, as well as the well being of all inmates. Inmates who do not follow these rules are subject to appropriate discipline and/or criminal prosecution.

The rules are for your benefit. Your conduct and behavior will determine what privileges you receive. Should you violate any of the jail rules, you will receive a rules violation notice. If you are found to have violated a jail rule or regulation, either by admission or evidence presented, you may be disciplined in one or all of the following ways: (1) loss of **Huber privileges** (if applicable), (2) loss of **good time**, (3) loss of **commissary privileges**, (4) loss of **telephone privileges**, (5) loss of **TV privileges**, (6) loss of **recreation**, (7) loss of **jail program participation privileges**, (8) loss of **visitation**, (9) **lockdown/disciplinary segregation**.

PRISON RAPE ELIMINATION ACT (PREA, P.L. 108-79)

PREA was enacted by Congress to address the problem of sexual abuse of persons in the custody of correctional agencies. The Juneau County Sheriff's Office/Jail has a zero-tolerance policy for incidence of inmate sexual assault and rape. This applies to both inmate-on-inmate sexual abuse and staff sexual misconduct. Alert a Jail Deputy immediately if you feel you have been sexually assaulted/abused during incarceration. The Jail Deputy will contact the appropriate person to conduct an investigation. You may also fill-out an Inmate Request or grievance regarding any situation or incident. Your privacy will be protected to the fullest extent during any investigation. A PREA hotline is available for you to call free of charge, (608)847-9154.

XXVII. NOTICE ON USE OF THE RESTRAINT CHAIR AND RESTRAINT BOARD

A. You may be placed into the safety restraint chair or on the restraint board based upon your own behavior. (The behavior will be explained in general terms, such as fighting, property damage, attempted staff or self injury etc...) You will remain in the restraints until that behavior stops, and until you clearly are able to control yourself. When the jail staff determines that you may be under self-control, you may be kept for a further 15 minutes of observation. If you remain uncooperative or continue threatening behavior (Refer to their behavior that originated the problem), you will not be released from the restraints for use of toilet facilities. While in these restraints, you will be kept under observation and will be continually evaluated, as well as videotaped. The length of time you spend in restraints is yours to decide and is based upon your behavior. Upon removal from the restraints, you will be placed into an observation cell and will have no privileges until reclassified.

XXVIII. SEARCHES AND PRIVACY

Your privacy will be somewhat limited during your stay as it relates to non-privileged communication, (letter and telephone), housing areas, personal property and pat-down searches. Be advised that anything you say or do while you are in the Juneau County Jail can be used against you. You have no right to privacy by law in this regard.

You are expected to cooperate with all searches. Failure to cooperate shall result in disciplinary action and/or possible criminal charges.

For safety and security reasons, random and unannounced searches will take place as deemed necessary by Jail Administration.

Rules Reviewed/Updated: December 12, 2013

XXIII. GRIEVANCES

In the event that any differences arise between the jails staff and inmates concerning interpretation, application or compliance with the jail rules, such differences may be settled with the jail grievance process. Grievances will be answered at the appropriate level for each grievance. The Grievance process begins with the inmate, then proceeds through the Jail Deputy, Jail Lieutenant, Jail Captain, and the Sheriff.

- A. Inmates who have a grievance must submit the grievance using the "Inmate Request Form." Grievances received that are not on the "Inmate Request Form" will not be answered.
- B. Grievances will be picked up each night at lockdown. All grievances will be answered as time allows by the Jail Deputies. If the deputies can not answer the grievance, they will forward it to a jail supervisor.
- C. Inmates shall not file a grievance on behalf of another inmate.
- D. There shall only be one written grievance per grievance filed.
- E. Inmates shall not file grievances as a group.
- F. Grievances must be submitted within 48 hours of the incident they are grieving.
- G. Any grievance that contains vulgar or abusive language, profanity, or misleading information will not be answered.
- H. Grievance appeals must be submitted to the Jail Administrator within 24 hours of receipt of the initial reply.
- I. If the inmate would like to appeal the Jail Administrators Decision, they must appeal the decision within 24 hours of the reply to the Sheriff.
- J. Inmates must follow the grievance and appeal process.

XXIV. SAFEKEEPERS

- A. Questions regarding money, commissary, release dates, court dates, court transportation, etc... should be directed to your county of origin. Write them and they can send you the information.
- B. We accept commissary for other counties if it is offered on our commissary list, ask a Deputy if you have any question about commissary issues.
- C. Safe keepers are not eligible for Huber, Huber transfer or Work Release privileges at the Juneau County Jail.

I. ADMISSIONS

- A. Personal property will be taken from you, inventoried and stored in a secure location until your release. You may sign a release to allow somebody to pick up your property.
- B. All money will be taken from you and entered into a jail account in your name. Upon release you will be given a check for any funds you have remaining in your account.
- C. If you have been sentenced by the Court, you have automatically received one-quarter (1/4) of your sentence as **good time**. The only **exceptions** to this are: (1) when your jail sentence is a condition of probation or (2) when you are sentenced as a result of a civil contempt of court. If, at any time, you violate any of the Rules or Regulations of this jail, you could lose such good time, with the understanding that the Sheriff shall not deprive you of more than two days for any single offense without the approval of the Court.

D. Items Issued at Booking

- Property Tub (w/ (2) pcs of paper, (2) envelopes and (1) pencil
- Indigent (Hygiene) pack
- Jail Uniform
- Sheets (2)
- Pillow Case (1)
- Pillow
- Blanket (1)
- Towel (1)
- Washcloth (1)
- Jail Rules & Regulations
- Cup (1)
- Spork (1)
- Laundry Bag

NOTE: INMATES ARE NOT ALLOWED TO HANG ANY TOWEL, WASHCLOTH, SHEET, BLANKET OR ANYTHING ELSE FROM THE TOP BUNK. HOLES MAY NOT BE PUT INTO THE TOWELS TO HANG UP. YOU MAY BE DISCIPLINED AND/OR CRIMINALLY CHARGED. TOWELS WILL BE HUNG FROM THE APPROPRIATE, WALL-MOUNTED HOOKS.

NOTE: ONLY ALL-WHITE UNDERGARMENTS WILL BE ALLOWED IN THE JAIL!

***3-T-SHIRTS, 3-UNDERWEAR, 3-PAIR OF SOCKS**

FEMALES: NO UNDERWIRE BRAS!

NOTE: NO JEWELRY WILL BE ALLOWED INTO THE HOUSING AREAS AND WILL BE REMOVED BY JAIL STAFF OR, IF NEED BE, BY MEDICAL PERSONNEL. A PLAIN WEDDING BAND IS ALLOWED.

E. Items Allowed in Housing Areas

- All Jail-issued items
- Commissary items.
- Non-perishable items from commissary
- Legal Papers
- Personal Letters
- 3X5 or smaller photos (**no Polaroid's**)
- (2) indigent envelopes
- (2) indigent pieces of paper
- (2) indigent pencils
- (3) books (**soft cover**) or (3) magazines/newspapers (**subscription**) (ONLY A TOTAL OF 3 ALLOWED IN CELL OR DORM)
- School Work
- Bible or Koran

PLEASE NOTE: ALL OF THE ABOVE-LISTED ITEMS MUST FIT INSIDE THE BIN ISSUED FOR YOUR CELL. LID MUST BE CLOSED AND NOTHING ON TOP. ANY OVERFLOW ITEMS WILL BE PLACED IN YOUR PERSONAL PROPERTY.

II. COMMISSARY

- A. Commissary will be provided on a weekly basis.
- B. ALL commissary **must** fit in bin.
- C. Complete and sign a commissary order form and place it on the table in your housing area. Commissary slips will be picked up at lockdown on each **Wednesday**. (**Pick up may vary due to holidays and emergencies**) **If you fail to sign your commissary slip, your order may not be processed.**
- D. Commissary will be distributed each **Friday** as time allows.
- E. You are **not allowed** to order commissary for any other inmate.
- F. You will be responsible for verifying that all items ordered are received and will sign a receipt reflecting the same. Once you sign this slip, there is no arguing over shortages.
- G. Any shortages in commissary will be credited to your account.
- H. If released before your commissary order arrives, you may pick it up within ten (10) days. If not picked up after ten (10) days, it will be destroyed.

Examples of MAJOR Rule Violations:

- 2nd Harassment violation (See minor rule violations)
- Refuse to clean
- Damage to ID card
- Attempt/Party to commit a rule violation
- Incite others to commit rule violation
- Unauthorized organized activity
- Assault on Staff
- Assault on Inmate
- Possess/Use contraband
- Horseplay/Disruptive behavior
- Failure to follow written/verbal orders
- Disrespect towards staff
- Threats
- Smuggle contraband
- PBT. Above .00
- Involvement with illegal drugs
- Engage in physical encounter with Staff or other inmates
- Sexual contact with others
- Failure to take medication at issue **Properly**, (i.e.: storing medication, cheeking medication, hiding medication, selling/sharing medication.)
- Posses unauthorized medication
- Failure to return razor intact
- Tamper/Damage county Property
- Use of products containing alcohol
- Violation of State/Local/Federal Law
- Multiple Violation Enhancer (2 or more minor rule violations at one time will become a multiple enhancer. Also repeated violations of same rule violation for 2 or more times becomes a multiple enhancer).

NOTE: Inmates accumulating a 3rd or subsequent harassment violation will be referred to the District Attorney's Office for Criminal Charges

Examples of MINOR Rule Violations:

- Harassment based on gender, race, creed, sexual orientation or religion
- Answer to another name
- Transfer property between inmates
- Misuse County property
- Use of profanity/gestures
- Misuse of Intercom system
- Tampering with another's property
- Entering another's cell/housing area
- Failure to follow cleaning procedures
- Communication of false information
- Failure to keep cell/bunk area clean and orderly
- Failure to keep bedding on the appropriate bunk
- Personal items posted anywhere in the cell (FASTENED TO ANY WALL, BUNK, ETC.)
- Possess excess Jail-issued items
- Possess excess personal property
- Abuse of Jail-issued items
- Interfere with Staff on Duty
- Misuse of Telephone
- Unauthorized property in cell
- Violation of dress code
- Running

C. MAJOR RULE VIOLATIONS – may result in the following disciplines:

- Loss of good time for up to 2 days per violation
- Disciplinary Segregation for up to 10 days per violation
- Confinement to your cell for more than 24 hours
- Restriction or loss of privileges for more than 24 hours
- Loss of Huber/Work release privileges for more than 24 hours
- Revocation of Huber/Work release privileges

III. INDIGENT INMATES

A. If you have no money in your Jail account, you may request the following items using a written request form:

- Toothbrush*
- Toothpaste*
- Shampoo*
- Hand Soap
- Paper (2 pieces per week)
- Envelope (2 per week)
- Pencil*
- Deodorant*
- Comb*

NOTE: Regarding the above items that are noted with a “*”: You **MUST provide the staff with the used item in order to receive a new item!** (I.e. used toothpaste tube must be presented to receive a new one.) The on-duty Jail staff will determine your eligibility to receive all of the above listed items. If you are found to be stockpiling indigent supplies they will be removed from your possession. If you order commissary and then request indigent supplies, indigent supplies may be refused until the next week.

IV. LEGAL CONTRABAND

A. YOU MAY **NOT** POSSESS LEGAL CONTRABAND!

B. Legal Contraband is any item or substance, which is forbidden by the Jail Rules, including any item or substance being used for a purpose that it was not intended for.

C. If Legal Contraband is found, it **will be confiscated** and lead to disciplinary measures. Legal contraband will be thrown out. (i.e. cigarettes, lighters, matches)

V. ILLEGAL CONTRABAND

A. YOU MAY **NOT** POSSESS ILLEGAL CONTRABAND!

B. Illegal Contraband is any item or substance which is **illegal** to possess under Local, State or Federal Laws.

C. If Illegal Contraband is found, it **will be confiscated** and lead to prosecution through the District Attorney's office.

VI. DRESS CODE

A. You **must** wear your **FULL** Juneau County Jail Uniform and shoes anytime you are out of your assigned cell or **bunk**, **unless you are exercising. If you are actively exercising, you shall be allowed to go without your orange top as long as you have a white t-shirt.**

B. Only white, short /long sleeve T shirts/Long underwear tops allowed. No tank tops will be worn in the jail.

- C. All uniforms will be worn in the appropriate manner (right side out, pant legs/sleeves unrolled, pants pulled up to the waist, with no undergarments showing).
- D. Nothing may be worn on your head, including at bedtime.
- E. Keep your hands out of your pants.
- F. When you receive your jail-issued clothing/bedding, it is YOUR responsibility to check for damage. If you fail to advise the Staff of any existing damage, YOU may be held liable and charged with criminal damage to property.
- G. **UNIFORM/PERSONALS/LINEN EXCHANGE:**
 - **General Population:** Saturday and Wednesday (Uniforms, sheets, towels, and washcloths).
 - **Huber Population:** Sunday and Thursday (Uniforms, sheets, towels and washcloths).

VII. **INMATE REQUESTS (ALL REQUESTS MUST BE IN WRITING!)**

- A. The Jail Staff provides General Request Forms.
 - When you've completed your request form (**including indigent requests**), place it in your cell door or on a table in the pod/dorm. Your requests will be picked up at lockdown. Legal, medical and general information requests will be answered the next day as time allows. Requests for items from your property will be filled as time allows. Indigent requests will be filled on **Sundays only** after 2:00 P.M. or as time allows.
 - You must include your name and pod on all requests. Failure to do so may result in your request not being answered. Only one name and request per request. All others will be denied and returned to the inmate(s).
 - Requests containing profanity or derogatory remarks will not be answered.
- B. Request for Medical Attention
 - **If you are in need of EMERGENCY medical attention, press the "Call" button or use the "Privacy Phone" to summon the Jail Staff!**
 - If you are in need of general medical attention, fill out a WRITTEN "Request for Medical Attention" form and place it on the table in your housing area. The Jail Deputy will pick up the request at lockdown. The request will then be forwarded to the Jail Nurse.
 - **SICK CALL** will be conducted weekly or at the nurse's discretion. Inmates can be referred to the Jail Physicians Assistant on Thursdays. You will be charged a \$3.00 fee for each nurse visit & \$5.00 to see the P.A. If you are indigent, your account will be held in arrears until you are able to make payment. Money placed into your account will then be deducted to pay your bill.

XXI. VISITATION

- A. Inmates are only allowed one visit per week.
- B. All visits will be visually recorded . General visits may be audibly recorded as deemed necessary.
- C. No more than two adults or one adult with two children may visit at one time.
- D. Visits must be made a minimum of 24 hours in advance.
- E. **You may not speak to other inmates** while in the visiting room NOR will you be allowed to **speak with another inmate's visitor.**
- F. Money can be dropped off for you after a scheduled visit.
- G. Adult visitors may be required to present a valid photo ID.
- H. If inmates are caught sitting on a window ledge, there visit shall be terminated.
- I. Visitors will be asked to leave if there is any inappropriate conduct.
- J. Loud conversation, profanity, and disruptive behavior will NOT be tolerated.
- K. No writing utensils or paper are allowed in the visiting room.
- L. Visiting hours are 6:00, 7:00, and 8:00 PM Wednesday through Saturday for General Population and Huber **MALE** inmates. **FEMALE** inmates visits will be scheduled for the same times on Sundays.
- M. PROFESSIONAL VISITS: Attorneys, Law Enforcement, Clergy, Doctors, and Psychologists will be allowed at anytime, but BY APPOINTMENT ONLY.

XXII. DISCIPLINE

- A. **Inmates failing to abide by the Juneau County Jail Rules & Regulations will be subject to disciplinary action. Ignorance of the Jail Rules is not an adequate excuse for violating the rules.** Inmate rule violations are broken down into Minor and Major violations. Inmates locked down in their cells will receive a copy of the Lockdown Rules. Inmates will then follow these rules or suffer more consequences.
- B. MINOR RULE VIOLATIONS – may result in the following disciplines:
 - Verbal Reprimand
 - Written Reprimand
 - Extra cleaning of your assigned housing area
 - Loss of Privileges for up to 23 hours per violation
 - Disciplinary Segregation for up to 23 hours per violation
 - Confinement to your cell for up to 23 hours
 - You will receive a copy of the Lockdown rules at the time of your confinement.

XIX. MEALS

- A. **Meals will be served around 7:00 AM, 12:00 PM and 5:00 PM.**
- B. All meals will be served in an organized manner.
- C. Inmates must line up in single file before meals are passed.
- D. **Meals will be eaten in the dayroom only**, unless you're confined to your cell for disciplinary purposes.
- E. You may save food until lockdown. All food from food tray must be eaten by lockdown.
- F. Pour out unconsumed liquids and crush empty, disposable liquid containers.
- G. You will NOT be allowed to accept other inmate's tray(s).
- H. Trading or sharing food items is NOT allowed.
- I. All bags & plastic bags will be sent out of pods/dorms when bag breakfasts & lunches are picked up. This includes food containers that are empty.

XX. MEDICATION

- A. Medications will be distributed around the following times:
 - 6:00 AM
 - 11:00 PM
 - 4:00 PM
 - 9:00 PM
 - **DEVIATIONS FROM THIS SCHEDULE MAY ONLY OCCUR BY WRITTEN AUTHORIZATION OF THE JAIL NURSE/DOCTOR.**
 - Please refer to Rules & Regulations Section VII: "Inmate Requests."
- B. PROCEDURE FOR TAKING MEDICATION:
 - Come to the door of your assigned housing area with a glass of water and step into the hallway when directed to do so by the deputy..
 - The jail deputy will place the medication in your hand.
 - Place the pill/tablet on your tongue and open your mouth so that the Jail Deputy can see it.
 - ALL PILL/TABLET MEDICATION MUST BE TAKEN WITH A FULL GLASS OF **WATER ONLY**.
 - After swallowing the pill(s)/tablet(s), open your mouth so that the Jail Deputy can see that you've swallowed the medication. Lift your tongue and pull your lips away from your gums.

NOTE: "PALMING" OR "STOCKPILING" MEDICATION IS NOT ALLOWED AND MAY BE GROUNDS FOR DISCIPLINARY ACTION!

C. Requests for General Medication (or "PRN" medication)

- If you need a "PRN" medication, you should advise the jail deputy you need this medication, while he/she is passing out medication. You will be charged a fee of .50 cents per dose of the "PRN" given.
- All Inmates leaving the jail for medical attention or an appointment will take a Request for Medical Attention Form with them. The form shall be returned to the jail staff when the Inmate returns to the jail.

VIII. PERSONAL GROOMING

- A. You are expected to maintain good personal hygiene while in the Juneau County Jail. Inmates must keep their body and hair neat and clean at all times. Hair tie backs may be ordered from commissary
- B. Haircuts can be made available to inmates who have funds.
- C. Combs are not be broken and used in piercing holes. Combs will not be worn in the hair. Any combs with missing or broken pieces will be confiscated.
- D. Toilet paper will be provided by the jail in the dorms and cells. If you need a new roll of toilet paper you must provide your empty toilet paper roll prior to receiving the new one.
- E. Disposable razors
 - Razors will be provided on **Mondays, Wednesdays and Fridays to Huber and Minimum security pods.**
 - Inmates in Medium and Maximum pods will be allowed to shave one day per week, normally Tuesday, or before a jury trial.
 - **Inmates will not shave their heads or any other part of their body with the exception of their face. Doing so will result in the loss of the shaving privilege**
 - **YOU MUST GIVE THE JAIL DEPUTY YOUR ID CARD IN ORDER TO RECEIVE A RAZOR. ALL RAZORS MUST BE RETURNED WITH ALL BLADES INTACT AND WITH ITS CAP IN PLACE!**
- F. Fingernail clippers and toenail clippers will only be handed out during morning medication times on Monday Wednesday and Friday. You must present an I.D. to receive a clipper.
- G. Feminine hygiene items are available as needed, upon WRITTEN request.

IX. LOCKDOWN

A. Juneau County Jail Staff will announce LOCKDOWN. You will be expected to immediately report to your assigned cell or bunk. You are expected to be quiet during the lockdown period. Inmates violating this are subject to segregation or assignment to another housing area until they are reclassified. LOCKDOWN may occur at any time of the day. Unless you are using the restroom, you are expected to remain in your bunk during lockdown.

X. MAIL

- A. All mail will be handled through the U.S. Postal Service.
- B. All outgoing mail must have proper return address:
Inmate Name
C/O Juneau County Jail
200 Oak St.
Mauston, WI 53948
- C. All outgoing mail without this return address will be returned to the inmate.
- D. Place all outgoing mail on the table in your housing area.
- E. **Mail will be picked up at LOCKDOWN only.** INDIGENT MAIL WILL BE PICKED-UP ON MONDAY AND THURSDAY ONLY!
- F. No delivery of mail on Holidays and Weekends. **Mail will be delivered Tuesday through Saturday as time allows. There is no mail delivery on Sunday or Monday.**
- G. Inmates are prohibited from sending mail to or receiving mail from other Juneau County Inmates.
- H. The ONLY items you are allowed to receive in the mail are:
- Correspondence
 - (Non-Polaroid) pictures (3x5 ONLY)
 - Job Applications
 - Money – Money orders are acceptable. (NO personal checks and CASH is strongly discouraged)
 - ELECTRONICALLY STAMPED envelopes ONLY!
 - Legal Mail
 - Newspapers/Books (Soft cover only)
 - ALL WHITE undergarments (Must be **NEW** and in the original package.)
- I. INCOMING MAIL will be inspected for security reasons. All incoming packages and envelopes must have a return address on them.
- J. Inmates will open Legal Mail so that a Jail Deputy can visually inspect the mail FOR CONTRABAND.

XV. INMATE MOVEMENT

- A. WHEN YOU ARE OUTSIDE OF YOUR HOUSING UNIT (in the POD area), you are expected to walk single file along the yellow lines.
- B. You may not stop at any time unless authorized by the Jail Staff.
- C. You are not allowed to eat, drink, engage in any loud talking, or run during the movement.
- D. You may not possess any personal property during movement (unless you are being transferred to another housing unit, receiving your commissary order, or are being released from the facility) with the exception of the following: legal papers, library or program materials.

XVI. INMATE ID CARDS

- A. Your ID card must be kept in your uniform pocket at all times.
- B. Your ID card may have to be presented to receive meals, medication, or other misc. items.
- C. Your ID card is considered property of Juneau County and may not be tampered with. ANY DAMAGE TO YOUR ID CARD MAY BE GROUNDS FOR DISCIPLINE.
- D. Lost or stolen ID cards should be reported to the on duty jail deputy. You will then be charged \$1.00 for a lost ID card.

XVII. RESTRICTED AREAS

- A. THE FOLLOWING AREAS ARE CONSIDERED “OUT-OF-BOUNDS” FOR ANY INMATE, unless authorized by Jail Staff:
- Another inmate’s cell.
 - Within the marked area near the POD windows (marked with a yellow line OR change in carpeting).
 - Sitting/Standing on the tops of the dayroom tables.
 - Standing on the chairs.
 - Standing or sitting on stairs.
 - Attempting to look out the glass windows in front of the Pods.
 - Standing under the stairs.
 - You may **not** hang anything from the bars of the upper tier or lay or sit on the upper tier floor.

XVIII. INTERCOMS

- A. Intercoms (including Privacy Telephones) are placed in dayrooms as a way for you to contact the jail staff in **case of an emergency**. If you abuse the privilege by continually ringing the intercom, you will be disciplined.

XIII. RECREATION

- A. Jail Deputies will notify your pod/dorm of when your recreation time is.
- B. Damage to any County-owned property may result in discipline or criminal charges. (This includes cards, games, etc. that may be allowed in the housing areas or that are in the recreation room.)
- C. Recreation times will be one hour in length two times per week for all pods & dorms.
- D. Once you are in the recreation room, you are to remain there for the duration of your recreation time.
- E. Any intentional damage to recreation equipment will result in the loss of your recreation privilege while you are confined in the jail.
- F. No horseplay is allowed in the recreation room. Inmates will be subject to discipline by the on-duty jail deputy.
- G. All requests for board games will be turned over to the deputy assigned to recreation.
- H. Items available in recreation are exercise equipment and a small library.
- I. All pods will clean rec room prior to leaving recreation. Failure to do so can and will result in loss of rec privileges.

XIV. PERSONAL CONDUCT

- A. You are expected to conduct yourself in an ORDERLY/ADULT MANNER.
- B. Noise levels shall be STRICTLY ENFORCED. Disruption caused by loud talking, whistling, profanity or obscenities will NOT be tolerated and may be grounds for discipline.
- C. There will be no tattooing or self-mutilation.
- D. Inmates are NOT allowed to make or display pictures depicting sexual acts, partial nudity, partially unclothed persons, and/or content to titillate or arouse people sexually or showing erotic positions.
- E. Disrespectful behavior, such as cursing or name-calling (towards inmates, Jail Staff, outside agency staff, or visitors) will lead to disciplinary action.
- F. You will not be allowed to communicate or attempt communication with persons outside of your housing assignment. This includes hand signals to another housing unit, passing of notes, talking, yelling or any other method.
- G. You are advised that should it become necessary to restrain you to prevent injury to yourself or others you can be placed in the Restraint Chair or on the Restraint Board. Inmates placed in the restraint chair or board will be monitored and taken out of the restraints when the danger to you or others has passed. (See notification at the end of the Rulebook.)

- L. You will NOT be permitted to receive publications or items that portray partial nudity or partially unclothed and/or content to titillate or arouse people sexually or showing erotic positions. If these items are received by mail, they will either be returned to the publisher or placed in your personal property.
- M. **Do not write** on the outside of the envelope, other than the address and return address. Any writing on the outside of the envelope will cause the letter to be returned as non-deliverable.
- N. Indigent inmates are allowed to mail out indigent letters on Monday or Thursday nights. Indigent inmates are allowed to send out a maximum of **two** indigent letters per week. (If you purchased commissary the previous week, you will not be considered indigent the following week.)

XI. CLEANING / CELL INSPECTIONS

- A. You will clean your cell and the dayroom of your housing area each morning after breakfast. Any clutter must be picked up. Your bed must be made when you are out your cell and/or out of the bed for other activity and for inspections.
- B. When the inspection is complete AND APPROVED, the television and telephones will be turned on for the day.

XII. TELEPHONE/TELEVISION PRIVILEGES

- A. Telephones and televisions are available in all housing units (with the exception of a television in the Holding Cell area).
- B. All calls are collect.
 - **You will automatically be disconnected after 15 minutes.**
- C. All calls are subject to recording for security purposes.
- D. There is no limit on how many phone calls you make unless a problem arises and there is misuse or abuse of the phone. (If you call the same number more than 3 times per day the number will be blocked. There is a \$100.00 limit on the billing for collect calls. After this, calls are restricted until the bill is paid.)
- E. Jail staff may assign telephone times and/or restrict the number of calls per inmate depending upon your classification level.
- F. Telephones and televisions will NOT be turned on until morning cleaning of housing areas have been inspected and approved by Jail Staff.
- G. Any arguing about channels will be grounds for televisions to be turned off and possible discipline.
- H. Telephones and televisions will be turned OFF at Lockdown.
- I. If you or your family are having trouble with the phones, have your family call 1-800-844-6591 and talk to our service provider, Securus.